

# VOLUME 1. GENERAL CONCEPTS, DIRECTION, GUIDANCE, AND DEFINITIONS

## CHAPTER 1. HANDBOOK ORGANIZATION, USE, AND REVISION

### SECTION 1. GENERAL HANDBOOK INFORMATION

**1. PURPOSE.** This order is referred to as a handbook and directs the activities of operations aviation safety inspectors (ASI) who are responsible for the certification, technical administration, and surveillance of air carriers and certain other air operators who conduct their operations in accordance with Parts 121 and 135 of the Federal Aviation Regulations (FAR). It also contains regional and district office requirements for the support of ASI's responsible for those activities.

**3. DISTRIBUTION.** The handbook is distributed to FAA personnel through normal FAA publication distribution procedures. Any problems with distribution should be addressed to the regional distribution officer. This order is distributed to all addressees on special distribution list ZFS-840.

**5. CANCELLATION.** When Change 7 was published, Order 8400.10 was fully implemented, and the following orders were cancelled:

- Order 8430.1D, "Air Carrier Operations Inspector's Handbook - Part 135," dated August 17, 1984
- Order 8430.6C, "Air Carrier Operations Inspector's Handbook," dated July 2, 1984

**7. BACKGROUND.** This handbook has been designed to serve as a multipurpose document that will meet the needs of new inspectors entering the Federal Aviation Administration's (FAA) Flight Standards workforce, as well as those with many years of experience. Historical information regarding the FAA's evolution and the latest material available covering current, state-of-the-art aircraft and equipment has been included. A wide variety of information, currently found in many separate documents, has been compiled to make this handbook as comprehensive as possible. When completed, the handbook will consist of nine volumes encompassing subjects from general concepts, direction, guidance, and procedures to very detailed explanations of such programs as automated operations specifications, air navigation,

all-weather terminal operations, and training programs.

**9. STANDARDIZATION AND COORDINATION.** A major objective of Flight Standards Service is to standardize the functions of the ASI position. For this reason, any change to this handbook must be preceded by formal coordination between all Flight Standards divisions. The Technical Standards staff of the Air Transportation Division (AFS-200) is responsible for circulating draft material and for coordinating the reconciliation process.

*A. Regional Handbook Coordinators.* Each regional office manager shall designate a regional specialist to serve as the regional handbook coordinator. The regional handbook coordinator shall serve as an advisor to the regional division manager on the content of the handbook and represent the division manager in discussions with AFS-200 and the other regional handbook coordinators on the content of each proposed change. The regional handbook coordinator shall also act as an expert on the content of the handbook for the Flight Standards District Offices (FSDO).

*B. Direction and Guidance.* The direction and guidance in this handbook has been written using a "middle of the road" approach. A deliberate effort has been made to provide sufficient direction and guidance to standardize the job functions of the ASI position without unnecessarily restricting the initiative of individual inspectors and managers. Should inspectors, supervisors, and managers find the direction and guidance of the handbook too restrictive or inappropriate for a specific case, a request should be made for permission to deviate from the guidance of the handbook. Such requests should be forwarded through the applicable Flight Standards division to AFS-500. When AFS-500 agrees to a deviation, the guidance in the handbook will be reviewed for possible revision.

*C. Authority to Change This Document.* The Director, Flight Standards Service (AFS-1) must approve all changes to this order and its appendixes. Any proposed change must be approved by AFS-1.

All proposed changes to this manual should be addressed to Manager, Handbook Staff, AFS-200 HB.

*D. Conflicts With Other FAA Orders.* The guidance in this handbook may be found to be in conflict with that in other FAA orders and directives. This situation may arise inadvertently or because it is impractical to revise all orders simultaneously. In such a case, the order with the most recent date should normally be used. Should the guidance in this order conflict with an FAR, the FAR takes precedence. Inspectors should refer questions about such conflicts to their immediate supervisors. Supervisors and managers may contact AFS-200 through the regional office handbook coordinator to resolve such questions.

*E. WITHDRAWN—CHG 10.*

*F. Availability of Aviation Safety Inspector Handbooks and Bulletins.* This handbook is available to both FAA personnel and to individuals outside the FAA. Flight Standards inspectors should advise operators of the availability of handbooks. This information is intended to be disseminated by inspectors, upon request, to certificated airmen, air agencies, and other interested persons who may wish to purchase or update handbooks.

(1) *Published Documents.* FAA order numbers, titles, and stock numbers of the handbooks are as follows:

(a) *Order 8300.10, "Airworthiness Inspector's Handbook":*

- Consolidated reprint (includes Changes 1 through 5) - S/N 050-007-00922-4
- Change 6 - S/N 050-007-00955-1
- Change 7 - S/N 050-007-00958-5
- Change 8 - S/N 050-007-00966-6
- Change 9 - S/N 050-007-01011-7

(b) *Order 8400.10, "Air Transportation Operations Inspector's Handbook":*

- Consolidated reprint (includes Changes 1 through 8) - S/N 050-007-01066-4
- Change 9 - S/N 050-007-01068-1

(c) *Order 8700.1, "General Aviation Operations Inspector's Handbook":*

- Consolidated reprint (includes Changes 1 through 7) - S/N 050-007-00921-6
- Change 8 - S/N 050-007-00977-1
- Change 9 - S/N 050-007-00997-6
- Change 10 - S/N 050-007-01041-9

(d) Current prices and latest change data are available through the Government Printing Office (GPO).

(e) Interested parties may order handbooks and changes from the following address:

Superintendent of Documents  
P.O. Box 371954  
Pittsburgh, PA 15250-7954

(f) Make check or money order payable to the Superintendent of Documents and specify the FAA order number, title, stock number, and price.

(g) Orders may also be charged to MasterCard or VISA credit cards by telephoning the GPO order desk at (202) 512-1800 between 8:00 a.m. and 4:00 p.m. eastern time, Monday through Friday (except holidays). In addition, orders may be placed at domestic GPO bookstores.

(2) *Handbook Bulletins and Flight Standards Information Bulletins (FSIB).* Principal operations inspectors (POI) should inform their operators of the newly published handbook bulletins, which are available to the public on the Flight Standards Bulletin Board System (BBS). The BBS can be accessed by calling (202) 267-5231. The protocol is 1200, 2400, 9600 or 14,400 baud,8,1,N. These bulletins can also be accessed on the "8400.10" Bulletin Board in FAA.MAIL.

**11. APPENDICES.** As this material is reviewed during the development of the handbook, it will either be updated and included in the appropriate chapters, or canceled if no longer pertinent. When this process is complete, Order 8430.17 will be canceled. Appendix 1 is in the development phase and will be designed as a comprehensive cross-reference index that will identify major subjects to help locate specific information in the handbook. Appendix 2 contains a newly developed inspector feedback sheet. Appendix 3 is comprised of handbook bulletins (see section 2, paragraph 25; and section 3, paragraph 33C; for more information. Appendix 4 is comprised of Flight Standards information bulletins (FSIB), which include information that is temporary in nature.

**13. REVISIONS.** During the development of this handbook, individual chapters and sections will be published as they are completed and will become effective upon receipt. Incomplete chapters and sections will be identified for future development by the letters "TBD" (to be developed). After the entire document has been published, it will be kept current by revisions as changing situations warrant or new policy is established.

**15. HANDBOOK ORGANIZATION.**

A. A primary objective of the personnel developing this handbook is to make it as comprehensive as possible, and easy to use. It is numbered sequentially by volumes, with each volume containing chapters and sections. Paragraphs in each volume are consecutive odd numbers. Even numbers have been reserved for expansion. Pages are numbered within each volume and are so identified (for example, page 25 of volume 3 is shown as 3-25).

B. Where material is only referenced by paragraph number, it can be assumed that the referenced paragraph is within the same volume. If reference is made to material in another volume, it will be identified by volume number, chapter, and section or paragraph number.

C. Figures and tables have been kept as close to the pertinent text as possible. Where they are lengthy, they have been placed at the back of the section so as not to create large breaks in the textual material. Figures and tables will be identified numerically by

volume, chapter, section, and the figure or table number. For example, the first table in volume 1, chapter 2, section 3, will be identified as table 1.2.3.1., and the second table will be table 1.2.3.2.

#### **17. DIRECTIVE AND GUIDANCE INFORMATION.**

A. Directive information is information that is considered directive in nature and will contain terms such as “shall,” or “must,” and means the actions are mandatory. “Shall not” means the action is prohibited. The use of these terms will leave no flexibility, and their direction shall be followed unless otherwise authorized by Headquarters.

B. Guidance information is information considered guiding in nature and will contain terms such as “will,” “should,” or “may.” These terms indicate actions that are desirable, permissive, or not mandatory, and allow flexibility.

#### **18.—22. RESERVED.**

**[PAGES 1-4 THROUGH 1-8 RESERVED]**

